ODP-81-235
20 March 1981

MEMORANDUM FOR: ADP Control Officers

25X1 FROM   : _____

Security Officer, ODP

SUBJECT   : Change of Passwords for the VM System

REFERENCE   : Memo for ADP Control Officers fm. SO/ODP dtd
29 January 1981 Subject: Verification of Users
of the VM System

1. User passwords for the ODP interactive system (VM 370)
will be changed as of 0700 hours 15 April 1981.

2. Attached to this memorandum is a list of VM users in
your office, and envelopes with new passwords. The new passwords
are to be distributed unopened to the users in your office by you
or your designee. Each user must sign for his/her new password
on the signature line provided on the user listing. New users
who have received their Userid after 15 April 1981 will not have
their password changed. If there is a user in your office that
did not receive a new password, please contact Customer Services
25X1 Staff, extension _____

3. The user listing, unissued unopened password envelopes
and this memorandum signed by you must be returned to the
undersigned after all valid users have received their passwords
but no later than 15 June 1981. If they are not returned, the
users from that office will be deleted from the VM system as of
0700 hours, 15 June 1981. After this date, users will have to
resubmit the necessary form requesting a password and they will
be required to come to Customer Services, ODP, for the issue of
the password. This is necessary to ensure security
authentication of the VM system.

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4. After the new passwords have been distributed to personnel in your office, please sign the certification line on this form and return the items requested in paragraph 3 above.

5. Contact the undersigned on extension [   ] if additional information is required.

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att: a/s

This is to certify that the VM passwords for personnel in this office were distributed to the proper personnel.

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DISTRIBUTION:
ORIGINAL & 1 - ADDRESSEE
            2 - O/D/ODP
            1 - MS CHECNO
            2 - ODP REGISTRY
            2 - SO Chrono
25X1 ODP/SO/FWE:chm:[   ](20 MARCH 81)(vm-passwd)